

United States Government  
**MEMORANDUM**



Executive Director

74-300020028-39-324

Office of  
Personnel Management

Subject: Extension of Time for Filing Certain Reports  
Under the Ethics in Government Act of 1978

From: The Director, Office of Government Ethics

To: Heads of Departments, Independent Agencies and  
Government Corporations

Date: January 25, 1979  
In Reply Refer To:

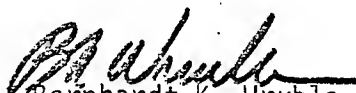
Your Reference:

A limited supply of forms for the financial disclosure required by the Ethics in Government Act is available for distribution in Room 5323 at 1900 E Street, N.W. (the main building of the Office of Personnel Management). Please request only such forms as are presently needed for persons assuming or terminating employment and for general use by ethics or legal counsellors, rather than those required for the May 15 regular filing. The forms may be revised before general distribution is made for the May 15 filing.

Some appointments and resignations of agency employees have occurred at a time when forms were not available. I am authorizing each agency, pursuant to Section 201(g) of the Act, to grant, without the need for application, an extension for such additional period as is necessary to accord the employee involved a full 30-day period.

As to all other situations involving the assumption or termination of employment, the statutory period must be adhered to except where the employee sets forth sufficient reasons in writing to your agency for an extension of time. An agency may grant only such extension or extensions as are reasonably necessary and which do not exceed in total 45 days. Any extension beyond that must have the approval of this Office.

Directions for the May 15 filing will be issued at a subsequent time.

  
Bernhardt K. Wruble  
Director